

## **Collection Development Policy**

### **General Selection Statement**

The Schultz-Holmes Memorial Library publishes a collection development policy to:

- better inform its patron constituency about the foundations for selecting materials for the library.
- encourage its patron constituency to take an active role in recommending items for the collection.
- guide the Library Director in the selection of materials and in the maintenance of the library's collection.

The collection development policy for the Library is guided by the principles of the American Library Association's Library Bill of Rights (appended). The collection should represent all disciplines and, insofar as possible, all points-of-view. The collection should meet the intellectual, informational, and recreational needs of the community. The library not only must consider the present needs of the community but also must attempt to anticipate the future needs in order to give timely service.

### **Criteria and Authority for Selection**

The primary criteria for selection will be the quality of presentation, the needs of the community, and the needs of the collection. The Library Board of Trustees entrusts collection development and materials selection responsibilities with the Library Director or the Director's designee, who has authority to select materials according to this policy.

### **Acquisitions**

Acquisitions which are not the result of donations, either of the items themselves or of the money used to purchase items, are purchased with funds allocated to the purpose in the library's annual budget, with funds available from payments for lost books, or with funds allocated from the Library's trust fund by the Library Board of Trustees.

### **Procedures for Selection**

Library materials selection will be made by consulting current review sources (*Book List*, *Library Journal*, etc.), standard lists (Toledo *Blade* bestsellers, local school and college recommended reading, prize winners, etc.) requests by patrons, and recommendations by the library staff. Guided by an assessment of the library's needs according to previous sections of this policy and available funds, the library director makes selection decisions considering any and all input but is under no obligation to select material from any of

these sources nor does the absence of inclusion in any of these sources eliminate material from consideration.

Materials receiving unfavorable reviews may be selected if there is significant patron demand, if the material is of particular interest locally, or if the material fills a special unmet need in the collection. No materials will be rejected solely on the basis of the author's point-of-view, and all points-of-view should be represented in the collection.

The library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community it serves. The library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of new formats will be based on patron demand, community trends, new product development, and positive critical reviews.

### **Gifts**

Library policy concerning gifts will be posted in the library and otherwise made available to the patron community.

All gifts must meet the criteria of the library's collection development policy. Direct gifts of books and other library materials will be accepted only on the condition that the Library Director has full authority as to their disposal. If requested by the donor, staff may supply a receipt noting the date, format, and number of items donated. Staff will not provide an estimate of the value of the donations. If a donated item does not meet the selection criteria, it will be sold in the annual book sale to benefit the library or donated to another institution. In cases of badly damaged material, the item will be recycled.

When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased may be provided by the donor. The library director or the director's designee in accordance with the needs and selection policies of the library, however, will select specific titles. Donors also have the option of contributing to a trust fund maintained by the Library Board of Trustees. Persons who pay for gift books will have their names--and the name of the person in whose honor or memory the book is purchased--entered on a library bookplate to be placed in the book.

Once the library accepts a gift or donation, the item becomes the property of the library and becomes subject to the same use or disposal criteria as all other items.

### **Weeding**

Weeding is a continuous process to be considered part of a sound collection development program. The following guidelines describe a minimum schedule for weeding of various library materials.

Damaged materials and duplicates will be withdrawn as the need arises.

Paperback books, sound recordings of popular music, audio books, video materials, fiction, and general non-fiction will be reviewed at least once each year. Reference materials will be reviewed periodically and at least every two years.

The general criteria for weeding or retention include the following:

- Circulation or usage of the item
- Unneeded duplicates
- Availability of other items on same subject in the collection
- Availability of updated, newer, or revised materials
- Condition of the item
- Historical value of the item
- Item's place in a series
- Possible future usefulness
- Cost of replacement, if necessary

It is critical that outdated information, especially in law, business, finance, medicine, technology, and the sciences be discarded.

Withdrawn materials will be sold in the annual book sale, donated to another institution or recycled, depending on the condition of the materials.

### **Challenged Materials**

Censorship of library materials must be challenged by the library in carrying out its responsibility to provide for the intellectual, informational, and recreational needs of the entire community. The patron's choice of library materials for personal use is an individual matter. In keeping with the library's Freedom to Read Policy, the library maintains that the responsibility for the use of materials by children and adolescents rests with their parents or legal guardians.

If a complaint concerning a specific item in the library's collection is made, the person or organization making the complaint will be given a copy of the library's collection development policy, and will be asked to fill out a written complaint form (Patron's Request for Reconsideration of Material--appended) which will then be examined by the director. The director will review the material in question and make a written justification for its continued inclusion in the collection or withdraw the material if there is no justification. The director will meet with the complaining party after having reviewed both the material in question and the complaint form. At that time, the director will explain the library's collection development policy and her/his justification for inclusion of the questioned material. The complainant will be given the opportunity to further explain her/his/their reasons for requesting that the material be reconsidered. If the outcome of the director's meeting with the complainant is not satisfactory, the complainant's request will then be taken to the Library Board of Trustees for review at the next scheduled Board meeting.

## **ALA Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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